

# PMP® Certification Prep



## Overview

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**Course Length:** 80 -160 hours (*can be taken via flexible schedule in-center or remotely*)

**Description:** If you're a professional with experience of participating, leading and directing projects, this PMP course will help you prepare for PMP certification and boost your chances of passing first-time – even if you're currently working full-time.

The Project Management Professional (PMP®) certification is the most important industry-recognized certification for professionals. The PMI's Earning Power: Project Management Salary Survey (9th edition) showed respondents with a PMP certification had a 20% higher average salary than those without certification.

You don't have to block out days or weeks to attend a grueling 'bootcamp' or other intense, traditional, inflexible, scheduled classroom training. Just set aside some time based on your schedule to learn with us! Our PMP certification course ensures you'll be fully prepared for the exam. Created by experienced project management professionals, our PMP Training is structured around the certification exam as prescribed by PMI – including over 750 practice questions – giving you the practical knowledge and confident mindset to achieve certification.

## Course Objectives/Topics

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- Completing this PMP training earns you 35 PDU (contact hours) to help your PM education eligibility for the PMP certification exam
- Theoretical concepts explained with real-world project examples, giving you a better understanding of those concepts when it comes to your certification exam
- 24/7 assistance from our expert support team
- Test yourself with a full sample PMP exam to assess your readiness for the real exam
- Over 750 practice questions to test your skills and prepare for certification
- Unlike standard 'certification training bootcamps', you can study and prepare at your own pace, to fit your busy schedule, in-center at our facility and remotely
- Online moderated PMP peer forum to participate in active discussions
- Downloadable high-quality PMP study tools (flash cards, cheat sheets, etc.)
- Practice questions by knowledge area and rationales
- Step-by-step guidance on how to apply for PMP exam
- **Please see page 2 for detailed topic list**

## Prerequisites

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Experienced professionals (4,500 hours + leading & directing projects) looking to advance their Project Management career by gaining PMP certification at the first attempt.

## Audience

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PMP certification is essential for most senior project management roles including:

- Project managers
- Associate/Asst. Manager - Projects
- Team leads/Managers
- Project Executives/Engineers
- Software Developers
- Professionals aspiring to be Project Managers

## Course Outline

### Introduction: What is PMP?

- Welcome! How to Utilize This PMP Training?
- PMP Certification Requirements

### Applying for PMP Certification Exam

- Application Methods
- Online Application-Create Profile
- Online Application-Personal Details
- Online Application-Attained Education
- Online Application-PM Experience
- Online Application-PM Education
- Online Application-Review & Submit
- PMP Application Reviewed Notification Email
- PMI Audit Process
- PMP Examination Content

### Introduction & Environment in Which Projects Operate

- Handouts for Presentation
- Agenda of the Section
- Definition of Project
- Definition of Operational Work
- What is Project Management?
- Definition of Program & Portfolio
- Interrelations of Project, Program and Portfolio
- Project Management Office (PMO)
- Project Manager
- Objectives & Management by Objectives (MBO)
- Constraints
- Organizational Process Assets
- Enterprise Environmental Factors
- Stakeholders
- Project Governance
- Project Team
- Organizational Structure
- Advantages and Disadvantages of Different Organizational Structures
- Different Organizational Structures
- Other Types of Organizational Structures
- Life Cycle
- Project Management Process Groups

- Project and Development Lifecycles
- Project Phases & Phase Gates
- Project Business Case
- Benefits Management Plan
- Tailoring
- Lessons Learned
- Questions and Answers Session
- Section Quiz

### Project Management Processes

- Handouts for Section Presentation
- Agenda of the Section
- Project Management Process Groups
- Initiating Process Group Activities
- Planning Process Group Activities
- Executing Process Group Activities
- Monitoring & Controlling Process Group Activities
- Closing Process Group Activities
- Overview of Initiating Process Group
- Overview of Planning Process Group
- Overview of Executing Process Group
- Overview of Monitoring & Controlling Process Grp
- Overview of Closing Process Group
- Mapping of Knowledge Area Processes to Process Groups
- Questions and Answers Session & Quiz

### The Role of the Project Manager

- Handouts for Section Presentation
- Agenda of the Section
- Overview of the Role of the Project Manager
- Project Manager's Sphere of Influence
- The PMI Talent Triangle
- Project Manager Competences
- Section Quiz: The Role of the Project Manager

### Integration Management Knowledge Area

- Handouts for Section-4 Presentation
- Agenda of the Section
- Overview of Integration Management
- Processes of Integration Management
- Develop Project Charter Process
- Benefits of Project Charter
- Different Project Selection Methods
- Present Value (PV)
- Net Present Value (NPV)
- Internal Rate of Return (IRR)
- Payback Period
- Benefit Cost Ratio (BCR)
- Economic Value Added (EVA)
- Opportunity Cost
- Sunk Costs
- Law of Diminishing Returns
- Financial Terms in Projects (Working Capital & Depreciation)
- Project Statement of Work (SOW)
- Charters with Work Under Contract
- Develop Project Management Plan Process-Management Plans
- Project Management Plan
- Baseline
- Requirements Management Plan
- Change Management Plan
- Change Control System
- Configuration Management Plan
- Configuration Management System
- Process Improvement Plan
- Summary of Steps (till now in Integration Management)
- Project Documents
- Project Management Plan Approval & Kick-Off Meeting
- Direct and Manage Project Work Process
- Corrective Action, Preventive Action & Defect Repair
- Manage Project Knowledge Process
- Monitor and Control Project Work Process
- Perform Integrated Change Control Process

- Change Control Board (CCB)
- Process for Making Changes
- Close Project or Phase Process
- Questions and Answers Session-Section4
- Section-4 Quiz: Integration Management Knowledge Area

### **Scope Management Knowledge Area**

- Handouts for Section-5 Presentation
- Agenda of the Section
- Overview of Scope Management
- Product & Project Scope
- Plan Scope Management Process
- Collect Requirements Process
- Tools & Techniques for Collecting Requirements
- Requirements Documentation
- Balance Stakeholder Requirements & Resolve Competing Requirements
- Requirements Traceability Matrix
- Define Scope Process
- Project Scope Statement
- Constraints and Assumptions
- Create Work Breakdown Structure (WBS) Process
- Rules for Creating WBS
- Benefits of Using WBS
- Relationships of Levels in WBS
- WBS Dictionary
- Validate Scope Process
- Steps of Validate Scope
- Control Scope Process
- Questions and Answers Session-Section5
- Section-5 Quiz: Scope Management Knowledge Area

### **Schedule Management Knowledge Area**

- Handouts for Section-6 Presentation
- Agenda of the Section
- Overview of Schedule Management
- Plan Schedule Management Process
- Define Activities Process
- Define Activities Process Example
- Sequence Activities Process
- Types of Relationships in PDM
- Types of Dependencies
- Leads & Lags

- Benefits of Network Diagrams
- Sequence Activities Process Example
- Important Points About Estimating
- Estimate Activity Durations Process
- One-Point Estimation Technique
- Analogous Estimation Technique
- Parametric Estimation Technique
- Heuristics Estimation Technique
- Three Point Estimation-PERT Analysis Technique
- Three Point Estimation-PERT Analysis Technique EXAMPLE
- Estimate Activity Durations Process Example
- Reserve Analysis
- Develop Schedule Process
- Critical Path Method (CPM)
- Critical Path Method (CPM) Exercise
- Notes About Critical Path Method
- Schedule Compression Methods (Fast Tracking & Crashing)
- What-if Scenario Analysis
- Resource Leveling
- Critical Chain Method
- Agile Release Planning
- Project Schedule
- Schedule Baseline
- Develop Schedule Process Example
- Control Schedule Process
- Questions and Answers Session-Section6
- Section-6 Quiz: Schedule Management Knowledge Area

### **Cost Management Knowledge Area**

- Handouts for Section-7 Presentation
- Agenda of the Section
- Overview of Cost Management
- Plan Cost Management Process
- Life Cycle Costing and Value Engineering
- Estimate Costs Process
- Types of Costs
- Inputs to Estimating Costs Process
- Estimating
- Accuracy of Estimates
- Determine Budget Process
- Determine Budget Process Example
- Cost Baseline & Project Budget Components

- What To Do After Determine Budget Process
- Control Costs Process
- Progress Reporting
- Earned Value Management
- Earned Value Management Exercise
- Variances in Earned Value Management
- Variances in Earned Value Management Exercise
- Forecasting in Earned Value Management
- Forecasting in Earned Value Management Exercise
- Important Notes About EVM
- Questions and Answers Session-Section7
- Section-7 Quiz: Cost Management Knowledge Area

### **Quality Management Knowledge Area**

- Handouts for Section-8 Presentation
- Agenda of the Section
- Overview of Quality Management
- Terms About Quality
- Quality Theorists
- Concepts of Quality Management
- Differences of Quality Management Processes
- Plan Quality Management Process
- Tools & Techniques Used in Quality Management
- 7 Basic Quality Tools (7QC Tools) - Part I
- 7 Basic Quality Tools (7QC Tools) - Part II
- Outputs of Plan Quality Management Process
- Manage Quality Process
- Control Quality Process
- Terms & Concepts About Control Quality Process
- Outputs of Control Quality Process
- Tips About Quality Management Processes
- Questions and Answers Session-Section8
- Section-8 Quiz: Quality Management Knowledge Area

## **Resource Management Knowledge**

### **Area**

- Handouts for Section-9 Presentation
- Agenda of the Section
- Overview of Resource Management
- Role of the Project Sponsor
- Role of the Project Team
- Role of the Stakeholders
- Role of the Functional Manager
- Role of the Project, Portfolio & Program Manager
- Plan Resource Management Process
- Organization Charts & Position Descriptions
- Resource Management Plan
- Staffing Management Plan
- Resource Histogram
- Recognition & Rewards Systems
- Estimate Activity Resources Process
- Estimate Activity Resources Process Example
- Acquire Resources Process
- Tools & Techniques Used in Acquire Resources Process
- Virtual Teams
- Halo Effect
- Develop Team Process
- Team-Building Activities
- Tools & Techniques Used in Develop Team Process
- Manage Team Process
- Tools & Techniques Used in Manage Team Process
- Powers of the Project Manager
- Conflict Management
- Techniques for Conflict Resolution
- Important Terms & Topics
- Mc Gregor's Theory of X and Y
- Maslow's Hierarchy of Needs
- David McClelland's Theory of Needs
- Herzberg's Theory
- Control Resources
- Questions and Answers Session-Section9
- Section-9 Quiz: Resource Management Knowledge Area

## **Communications Management**

### **Knowledge Area**

- Handouts for Section-10 Presentation
- Agenda of the Section
- Overview of Communications Management
- Potential Dimensions in Communications Management Processes
- Effective Communication Skills
- Plan Communications Management Process
- Number of Potential Communication Channels
- Communication Technology
- Communication Models
- Communication Methods
- Communications Management Plan
- Manage Communications Process
- Monitor Communications Process
- Questions and Answers Session-Section10
- Section-10 Quiz: Communications Management Knowledge Area

### **Risk Management Knowledge Area**

- Handouts for Section-11 Presentation
- Agenda of the Section
- Overview of Risk Management
- Risk Management Concepts
- Plan Risk Management Process & Risk Management Plan
- Identify Risks Process
- Tools & Techniques for Risk Identification
- Risk Register
- Perform Qualitative Risk Analysis Process
- Perform Quantitative Risk Analysis Process
- Tools & Techniques for Perform Quantitative Risk Analysis
- Outputs of Perform Quantitative Risk Analysis Process
- Plan Risk Responses Process
- Risk Response Strategies for Negative Risks
- Risk Response Strategies for Positive Risks
- Contingent Response Strategies

- Outputs of Plan Risk Responses Process
- Important Notes About Plan Risk Responses
- Implement Risk Responses
- Monitor Risks Process
- Questions and Answers Session-Section11
- Section-11 Quiz: Risk Management Knowledge Area

## **Procurement Management**

### **Knowledge Area**

- Handouts for Section-12 Presentation
- Agenda of the Section
- Overview of Procurement Management
- Procurement Concepts
- Project Manager's Role in Procurement
- Centralized & Decentralized Contracting
- Plan Procurement Management Process
- Fixed Price Contracts
- Cost Reimbursable Contracts
- Time & Material Contracts
- Terms & Concepts About Contracts
- Tools & Techniques Used in Plan Procurement Management
- Procurement Management Plan
- Procurement Statement of Work
- Procurement (Bid) Documents
- Source Selection Criteria
- Other Terms & Concepts About Procurement
- Noncompetitive Forms of Procurement
- Conduct Procurements Process
- Tools & Techniques Used in Conduct Procurements
- Control Procurements Process
- Tools & Techniques Used in Control Procurements
- Closing a Procurement
- Key Outputs of Procurement Processes
- Questions and Answers Session-Section12
- Section-12 Quiz: Procurement Management Knowledge Area

## **Stakeholder Management Knowledge**

### **Area**

- Handouts for Section-13 Presentation
- Agenda of the Section
- Overview of Stakeholder Management
- Identify Stakeholders Process
- Tools & Techniques Used in Identify Stakeholders Process
- Stakeholder Register
- Plan Stakeholder Engagement Process
- Tools & Techniques Used in Plan Stakeholder Engagement Process
- Stakeholder Engagement Plan
- Manage Stakeholder Engagement Process
- Monitor Stakeholder Engagement Process
- Questions and Answers Session-Section13
- Section-13 Quiz: Stakeholder Management Knowledge Area

### **Code of Ethics and Professional**

#### **Conduct**

- Code of Ethics and Professional Conduct

### **Things You Need to Remember in**

#### **PMP Exam**

- Frequently Occurring Concepts in EXAM
- Formulas to Know for EXAM

## **125 Practice Questions by Knowledge**

### **Area**

- Integration Management-15 Practice Questions
- Integration Management-15 Practice Questions-Answers & Rationales
- Scope Management-10 Practice Questions
- Scope Management-10 Practice Questions-Answers & Rationales
- Schedule Management-15 Practice Questions
- Schedule Management-15 Practice Questions-Answers & Rationales
- Cost Management-15 Practice Questions
- Cost Management-15 Practice Questions-Answers & Rationales
- Quality Management-10 Practice Questions
- Quality Management-10 Practice Questions-Answers & Rationales
- Resource Management-10 Practice Questions
- Resource Management-10 Practice Questions-Answers & Rationales
- Communications Management-10 Practice Questions
- Communications Management-10 Practice Questions-Answers & Rationales
- Risk Management-10 Practice Questions
- Risk Management-10 Practice Questions-Answers & Rationales

- Procurement Management-10 Practice Questions
- Procurement Management-10 Practice Questions-Answers & Rationales
- Stakeholder Management-10 Practice Questions
- Stakeholder Management-10 Practice Questions-Answers & Rationales
- Professional Responsibility-10 Practice Questions
- Professional Responsibility-10 Practice Questions-Answers & Rationales

### **PMP Sample Exam**

- PMP Sample Exam

### **How to Submit a PDU Claim (For Retaining PMP Certificate)**

- How to Submit PDU for This Course (Step-by-step)

### **PMP Handbook**

- PMP Handbook

*Please note that course material, content, structure and delivery methods are subject to change without notice.*